

**4th World Congress on Disaster
Management Constitution of
Committees.**

**Government of Maharashtra
Revenue & Forest Department (Relief & Rehabilitation)
Government Resolution No. DMU-2018/C.R. 20(PART 2)/ DM 1
Mantralaya, Mumbai – 400 032
Date: 1st September, 2018**

Preamble-

The 4th World Congress on Disaster Management (WCDM-2019) is being jointly organised by the Government of Maharashtra, the Indian Institute of Technology- Bombay (IIT-B), the Tata Institute of Social Sciences (TISS), and the Disaster Management Initiatives and Convergence Society (DMICS) in Mumbai from 29 January to 1 February 2019. The main theme of the congress is '*The Future We Want – Bridging Gaps between Promises & Action*'. The fourth WCDM aims to deliberate on some of the most critical issues and challenges of implementation of the global frameworks on building resilience to disasters.

The 4th WCDM will be held in the Victor Menezes Convention Centre in the Indian Institute of Technology – Bombay campus with some parallel sessions at the Tata Institute of Social Sciences, Mumbai. For smooth organisation of the WCDM, the proposal for constitution of various committees was under consideration of the State Government.

Resolution-

The Government is pleased to accord sanction for the constitution of the following twelve committees for smooth organisation and conduct of the 4th World Congress on Disaster Management.

1. Steering Committee
2. Coordination & Executive Committee
3. Scientific & Technical Committee
4. Finance Committee
5. Sponsorship & Advertisement Committee
6. Reception and Onsite Conference Management Committee
7. Accommodation & Travel Committee
8. Food Committee
9. Culture and Activities Committee
10. Exhibits Committee
11. Publicity Committee
12. Communication and Media Committee

The detailed constitution and roles and responsibilities of each committee are at Annexure A.

This Government resolution of Maharashtra Government is available at the website www.maharashtra.gov.in. Reference no. for this is 201809111423345719. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

(Medha Gadgil)
Additional Chief Secretary

Copy to:

1. Additional Chief Secretary to Hon Governor of Maharashtra, Raj Bhavan, Mumbai

2. Additional Chief Secretary to Hon. Chief Minister, Mantralaya, Mumbai
3. Private Secretary to Hon Minister, Revenue, Relief & Rehabilitation, Mantralaya, Mumbai
4. Private Secretary to Hon State Minister, Relief & Rehabilitation, Mantralaya, Mumbai
5. Chief Secretary, Government of Maharashtra, Mantralaya, Mumbai
6. All Additional Chief Secretary/ Principal Secretary/ Secretary, Mantralaya, Mumbai
7. Director General, YASHADA, Pune
8. Director, Indian Institute of Technology – Bombay
9. Director, Tata Institute of Social Sciences – Mumbai
10. President, Disaster Management Initiatives and Convergence Society , Hyderabad
11. All Chairmen/ Co- Chairmen/ Convenors and all members of all the committees
12. Director General, DGIPR, Mantralaya, Mumbai
13. Select File (DM 1)

Annexure A of Government Resolution No. DMU-2018/C.R. 20(PART 2)/ DM 1, dated 1st September 2018

Sr. No.	Name of the Committee	Members		Roles and Responsibilities of the Committee
		Chairman	Members	
1	2	3	4	5
1	Steering Committee	<p>Chairman: Hon. Minister (Revenue, Relief & Rehabilitation (R&R)), Government of Maharashtra (GoM)</p> <p>Convenor: Director, Disaster Management, GoM</p>	<ol style="list-style-type: none"> Hon. Minister of State, Relief & Rehabilitation (R&R) and Earthquake Rehabilitation, Government of Maharashtra (GoM) Chief Secretary, GoM Additional Chief Secretary Relief & Rehabilitation (R&R), GoM Director, Tata Institute of Social Sciences (TISS), Mumbai Director, Indian Institute of Technology (IIT), Mumbai Dean, Jamsetji Tata School for Disaster Studies, TISS, Mumbai President/Advisor, Disaster Management Initiatives and Convergence Society (DMICS), Hyderabad Municipal Commissioner, Municipal Corporation of Greater Mumbai (MCGM) Principal Secretary, Finance (GoM) Principal Secretary, Industries, GoM Director General, Information and Public Relation, GoM Jt. Commissioner of Police, Mumbai, GoM Representative of National Disaster Management Authority (NDMA), New Delhi, Government of India, (GoI) Representative of Ministry of Home Affairs (MHA), GoI Representative of National Institute of Disaster Management NIDM, New Delhi All non-official Members, State Disaster Management Authority (SDMA), GoM Representative of Federation of Indian Chambers of Commerce and Industry (FICCI), Mumbai Representative of Confederation of Indian Industries (CII), Mumbai Maharashtra Chamber of Commerce, Industries and Agriculture (MACCIA), Mumbai Bombay Chamber of Commerce and Industries (BCCI), Mumbai Invited Member(s) 	<ol style="list-style-type: none"> Policy decisions with respect to organization of the World Congress. Overall supervision Finalising Chief guests and key note speakers for inauguration and closing ceremony Finalising special invitees on behalf of GoM

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2	Coordination and Executive Committee	<p>Chairman: Smt. Medha Gadgil, IAS</p> <p>Chairman: Additional Chief Secretary (Relief and Rehabilitation), GoM</p> <p>Convenor Daulat Desai, IAS, Director DM, GoM</p>	<ol style="list-style-type: none"> 1. Secretary, Finance (Exp), GoM 2. Additional Municipal Commissioner, MCGM (to be nominated by MC, MCGM) 3. Prof. Ravi Sinha, IIT-B 4. Prof D Parthsarathy, IIT- B 5. Prof Kapil Gupta, IIT-B 6. Dr. Janki Andharia, TISS, Mumbai 7. Dr. Janvi Gandhi, Asst. Prof TISS, Mumbai 8. Other representative(s) from TISS 9. Shri. Sachin Kurve, IAS, Collector, Mumbai Suburban, GoM 10. Shri. Shivajirao Jondhale, IAS, Collector, Mumbai City 11. Shri. Arun Unhale, IAS, Joint Secretary, R & R, GoM 12. Shri Dilip Shinde, IAS, Controller of Rationing, Mumbai 13. Dr.P.G. Dhar Chakrabarty (IAS Retd), Advisor, DMICS, Hyderabad, Telangana 14. Dr Ananda Babu, DMICS, Hyderabad 15. Shri Umranikar, Dy Secretary, R&R department, Government of India 16. Col Supanekar, Director, Centre for Disaster Management, YASHADA, Pune 17. Shri Ajay Ambekar, Director Publicity, GoM 18. Shri. Anupam Srivastav, Commandant, NDRF, Pune 19. Invited Member(s) 	<ol style="list-style-type: none"> 1. Responsible for overseeing the whole conference 2. Obtaining all necessary clearances from Central government 3. Reviewing the work of all the subordinate committees 4. Finalising Logo and letterhead for the World Congress 5. Release of World Congress brochure in the hands of Hon. Chief Minister 6. Launch of the World Congress Website 7. Finalising the World Congress registration fees 8. Allocating and sanctioning funds and advances co-organisers and knowledge partners on the recommendation of finance committee 9. Inviting guest speakers, keynote and plenary session speakers 10. Approving sponsorship and advertisement scheme, deciding rates for the advertisements 11. Approving fees for exhibition stalls, open spaces and advertisements to be allowed on the exhibition ground/halls 12. Approving publicity plan 13. Finalising the Best Paper Awards or any other awards on the recommendation of Technical Committee

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3	Scientific and Technical Committee	<p>Chairman: Dr.P.G. Dhar Chakrabarty (IAS Retd), Advisor, DMICS, Hyderabad, Telangana</p> <p>Co-Chairperson: Prof. Janki Andharia, TISS</p> <p>Co-Chairperson: Prof. Ravi Sinha, IITB</p> <p>Convenor (1), Dr. Anand Babu, President, DMICS, Hyderabad, Telangana</p> <p>Convenor (2) Dr. Janvi Gandhi, Asst. Prof. TISS, Mumbai</p>	<ol style="list-style-type: none"> 1. Prof Jacqueline Joseph, TISS Mumbai 2. Prof. D. Parthasarty, IITB 3. Prof. Kapil Gupta, IITB 4. Representative(s) of TISS 5. Representative(s) of IITB 6. Major General. Dr. N. C Badhani (retd) Member DMICS 7. Dr. Muzafar Ahmad, Former Member NDMA, Member DMICS 8. Mr Lars Brend, Chief, Disaster Risk Reduction (DRR) Section, UNICEF, India 9. Prof Amita Singh, Chairperson, Special Centre for Disaster Research, Jawaharlal Nehru University (JNU), New Delhi 10. Col Supanekar, Director, Centre for Disaster Management, YASHADA, Pune 11. Representatives of other institutions to be in charge of specific thematic sessions 12. Other Invited Member(s) 	<ol style="list-style-type: none"> 1. Finalising conference themes and sessions 2. Coordinating with Reception and onsite conference management committee for scheduling of sessions during the conference 3. Design, printing and distribution of conference brochure 4. DMICS to develop and maintain the website of the World Congress in consultation with IITB. Linking website with Abstract and Paper submission, category wise (students, govt officials, delegates of international organisation, private professionals, researchers, NGOs, university professors/academic persons) registration of participants, online payment of registration fees based on accommodation requirement, booking of exhibition stalls and payment of fees etc. to be taken care of in this website. 5. Finalising guest speakers and key note speakers for inauguration and closing ceremony, plenary session speakers 6. Booking of national and international travel tickets for invited guest and keynote speakers in consultation with the finance committee 7. Call for papers and submission deadlines 8. Review and selection of papers 9. Attraction of sufficient number of papers from national and international researchers and professionals 10. Review and selection of papers 11. Communication of acceptance 12. Mailing list and programme updates 13. Proofing and finalising the papers for publication 14. Finalising number of best papers to be selected and awards to be given 15. Arranging publisher and compiling proceedings (USB) 16. Preparing declaration to be adopted in the World Congress 17. All other technical aspects related with organisation of the World Congress

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4	Finance Committee	<p>Chairman: Shri. Arun Unhale, IAS, Joint Secretary, Mantraya Control Room, R & R, GoM</p> <p>Convenor: Shri. Arun Kolhe, Financial Advisor and Joint Secretary (R&R), GoM</p>	<ol style="list-style-type: none"> 1. Shri. Dahiphale, Joint Secretary (Finance), GoM 2. Deputy Registrar (Finance & Accounts), IITB 3. Ms Indira Pashupati, Dy Registrar (Finance), TISS, Mumbai 4. Dr. Ananda Babu, DMICS, Hyderabad 5. Invited Member(s) 	<ol style="list-style-type: none"> 1. Opening a separate bank account in the name of the World Congress 2. Creating conference budget 3. Managing receipts and expenditures of the World Congress 4. Making available GoM's contribution for the World Congress 5. Recommendation and release of advances to co-organisers and knowledge partners 6. Making payments to various vendors as recommended by respective committees and co-organisers 7. Keeping accounts of the World Congress 8. Finalising audited accounts of the World Congress within 3 months from the closer of the World Congress 9. Responsible for direct/ indirect tax, insurance and bonding, financial reports, and conference closing 10. All other financial issues related with the World Congress

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5	Sponsorship and Advertisement Committee	Chairman: Shri. Daulat Desai, IAS, Director Disaster Management, GoM Convenor: To be Nominated	1. Dr. Ananda Babu, President, DMICS 2. Deputy Commissioner, MCGM (to be nominated) 3. Shri. Arun Kolhe Financial Advisor & Jt. Secretary (R&R), GoM 4. Shri Ajay Ambekar, Director Publicity, GoM 5. Public Relations Officer, IITB 6. Shri Mahesh Kamble, TISS, Mumbai 7. Representative(s) of FICCI 8. Representative(s) of MACCIA 9. Representative(s) of BCCI 10. Representative(s) of CII 11. Invited Member(s): (Industry, Advertisement experts etc.)	1. Seeking assistance from specialized agency for inviting sponsorships and advertisements 2. Preparing scheme for inviting sponsorships and advertisements for the World Congress 3. Create a package of sponsorship and advertisement opportunities (aside from exhibiting) to present to potential sponsors. 4. Form a team of at least two committee members in reaching out to potential sponsors and advertisers 5. Securing sponsorships and advertisements for the World Congress 6. All other issues related with sponsorship and advertisement
6	Reception and Onsite Conference Management Committee	Chairman: Prof. Ravi Sinha, IITB, Member SDMA, GoM Convenor: To be Nominated by Committee/Chairman	1. Prof. D. Parthasarathy, IITB 2. Prof. Kapil Gupta, IITB 3. Public Relations Officer, IITB 4. Chief Security Officer, IITB 5. Superintending Engineer, IITB 6. Dr. Janki Andharia, TISS, Mumbai 7. Dr Janvi Gandhi, TISS, Mumbai 8. Representative(s) of DMICS 9. Shri. Arun Unhale, IAS, Joint Secretary, MCR, R & R, GoM 10. Shri. Daulat Desai, IAS, Director Disaster	1. Hiring of event manager for inaugural, plenary and thematic sessions and closing ceremony, if necessary 2. Scheduling of sessions: planning and management of inaugural, plenary and thematic sessions in consultation and coordination with the technical committee 3. Responsible for making all the resources available at the conference venue and session halls 4. Finalisation and procurement of Registration kit including T-Shirts 5. Involvement of IIT (B) and TISS faculty and students in the organisation of World Congress. Inviting faculty and students from other higher and

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			Management, GoM 11. Shri Kishor Kshirsagar, Dy Commissioner(DM), MCGM 12. Shri Prabhat Rahangdale, Chief Fire Officer, MCGM 13. Shri. Mahesh Narvekar, MCGM 14. DCP, Powai Zone, Mumbai police 15. Invited Member(s)	technical educational institutes in Mumbai for Inaugural, Plenary and thematic sessions, and closing ceremony 6. Arrangements for Registration of the participants and other delegates and distribution of registration kits 7. Preparation and installation of Sinages, Boards, Dias backdrops, dias arrangements, Name plates etc 8. Facilitation of chief guests, key note speakers, plenary session speakers at the Venue, their travel to and fro from hotel 9. Set up schedule for volunteers to staff registration desk Assign volunteers to review rooms prior to sessions to ensure clean and properly set up. Assign volunteers to review that food and beverages delivered are labelled and delivered as agreed upon 10. Appointment of Liaison officers for guest speakers, keynote speakers, plenary speakers etc and at Major accommodation sites 11. Engage licensed security personnel onsite to manage gathering and "real" security issues should they arise 12. Ensures Disaster Management compliance. Ensures Fire and Para-Medic compliance
7	Accommodation and Travel Committee	Chairman: Shri. Sachin Kurve, IAS, Collector, Mumbai Suburban, GoM Convenor: RDC, Mumbai Suburban – Shri Rajendra	1. Shri. Vaidehi Ranade Additional Collector, Mumbai Suburban district 2. Shri Banshi Gawali, Additional Collector, Mumbai City 3. Shri Adhav, Deputy Commissioner, Food, Greater Mumbai 4. Shri Kishor Kshirsagar, Dy Commissioner(DM), MCGM 5. Chief Health Officer, MCGM 6. Regional Transport Officer, Mumbai 7. Superintendent of State Excise, Mumbai Suburban	1. Select Hotels/rest houses/hostels in the vicinity of IIT (B) Powai 2. Negotiate and finalise concessional rates per day including breakfast 3. Prepare Accommodation plan 4. Hire travel agency for safe travel of participants to and fro from place of stay to World Congress venue and banquet dinner hotel 5. Prepare daily travel plan 6. Appoint liaison officers for travel arrangements at different places of stay and World Congress

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		Borkar	8. Shri Prabhat Rahangdale, Chief Fire Officer, MCGM 9. Chief Hospitality Manager, IITB 10. Public Relations Officer, IITB 11. Ms. Saumya Kumar, Asst. Prof TISS, Mumbai	venue 7. Establish liaison office at venue
8	Food Committee	Chairman: Shri Dilip Shinde, IAS, Controller of Rationing, Mumbai Convenor, Chandrakant Thorat Deputy Controller of Rationing, Mumbai (Enforcement)	1. Deputy Commissioner (Supply), Kokan Division 2. Shri Deshmukh, Joint Commissioner, FDA, Thane 3. Chief Health officer, MCGM 4. Shri Adhav, Deputy Commissioner, Food, Greater Mumbai 5. Superintendent of State Excise, Mumbai Suburban 6. Chief Hospitality Manager, IITB 7. Ms. Saumya Kumar, Asst. Prof TISS, Mumbai 8. Invited Member(s)	1. Ensure proper food, drinking water arrangement at Venue during the World Congress 2. Finalising menu and caterer 3. Arrangement of banquet dinner on 29th January evening 4. Arrange for hired food stalls, water, coffee and tea vending machines at different places at the venue
9	Culture & Activities Committee	Chairman: Shri. Arun Unhale, IAS, Joint Secretary, MCR, R & R, GoM Co – Chairman: Shri Dilip Shinde, IAS, Controller of Rationing, Mumbai	1. Shri Sidharam Salimath Dy Commissioner (R), Office of the Divisional Commissioner, Kokan Division, 2. Shri. Sachin Nimbalkar, Joint Director, Cultural Affairs Directorate, GoM, Mumbai 3. Shri. Marale, Joint MD, Film City, Mumbai 4. Public Relations Officer, IITB 5. Shri Mahesh Kamble, TISS 6. Invited Member(s)	1. Provide suggestions to Coordination Committee on ways to enhance the conference experience 2. Provide suggestion to Coordination Committee on possible activities that will be available to conference attendees 3. Work closely with Coordination Committee to plot small delights for conference attendees 7. Brainstorm ideas on how music, art and culture can be integrated into the conference experience 8. Selection of appropriate cultural events to be performed during the World Congress 9. Organisation and management of all activities

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		Convenor: Shri Sanjay Palande, P L Deshpande Academy and acting Director Arts, GoM		related with cultural programme
10	Exhibits Committee	Chairman: Shri. Daulat Desai, IAS, Director Disaster Management, GoM Convenor: Shri. Jain, Jt. Director (Industries), GoM	1. Shri. P D Malikner, Deputy CEO, MIDC, Mumbai, GoM 2. Dr. Anand Babu, President, DMICS 3. Superintending Engineer, IITB 4. Dr Abhishek Banerjee, TISS, Mumbai 5. Shri. Arun Kolhe, Financial Advisor and Jt. Secretary (R&R), GoM. 6. Superintending Engineer, Mumbai Public Works region, PWD, GoM, 7. Shri Dengale, Chief Planner, CIDCO, New Mumbai 8. Shri Kishor Kshirsagar, Dy Commissioner(DM), MCGM 9. Shri Prabhat Rahangdale, Chief Fire Officer, MCGM 10. Representative(s) of Federation of Indian Chambers of Commerce and Industry (FICCI), Mumbai 11. Representative of Confederation of Indian Industries (CII), Mumbai 12. Maharashtra Chamber of Commerce, Industries and Agriculture (MACCIA), Mumbai 13. Bombay Chamber of Commerce and Industries (BCCI), Mumbai 14. Invited Member/s	1. Selection of appropriate place for exhibition at IIT (B) 2. Seeking assistance from the specialised private agency for design, arrangement, securing exhibition participants and management of exhibition 3. Preparing Exhibition plan; Halls, open spaces and advertisement places 4. Create a package for reaching out to potential exhibitors 5. Compose and lead a team of up to four volunteers in charge of soliciting potential exhibitors 6. Securing private and public company participation in the exhibition 7. Finalisation of fees for exhibition stalls, display spaces and advertisements 8. Allotment of exhibition space as per plan 9. Ensures Disaster Management compliance. Ensures Fire and Para-Medic compliance 10. All other work related with arranging exhibition during World Congress
11	Publicity Committee	Chairman: Shri. Daulat Desai, IAS, Director Disaster Management, GoM	1. Shri. Ajay Ambekar, Director, Publicity, GoM 2. Public Relations Officer, IITB 3. Representative(s) of TISS, Mumbai 4. Deputy Director, Information Technology (IT), GoM 5. Invited Member(s) (IT experts, Social media experts etc.) 6. Shri Arun Kolhe, Financial Advisor and Jt. Secretary	1. Preparing detail plan for publicity of the World Congress 2. Giving publicity through various print, internet and television media and advertisements 3. Opening Facebook and other social media pages for the World Congress 4. Preparing and releasing video and audio message clips of Hon. Governor & other dignitaries.

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		Convenor: Shri Sandeep Ambekar Deputy Director, Publicity, GoM	(R&R),GoM 7. Invited Member(s)	5. Taking World Congress Live on the Web through You Tube or any other vehicle 6. Development of Android Mobile APP: 'WORLD CONGRESS ON DISASTER MANAGEMENT 2019' 7. All other work related with giving wide publicity to the event before the World Congress
12	Communication and Media Committee	Chairman: Shri Ajay Ambekar, Director Publicity, GoM Convenor: to be appointed by the Chairman of the Committee	1. Public Relations Officer, IITB 2. Mr. Mahesh Kamble, Asst. Prof, TISS 3. Other members to be nominated by the Committee 4. Invited Members	1. Responsible to Gather, maintain, and utilize lists of international and national media contacts 2. Setting up Communication and Media room with dedicated manned help lines at the Venue 3. Liaising with all Media persons and providing regular updates to them 4. Preparing time to time press releases before, daily during the conference and at the end of the conference 5. Arrangement of Hon CM and other dignitaries' press conferences, issue of World Congress declaration etc. at appropriate time and place 6. All arrangements related with videography and photography during all events of the conference 7. Appointment of government staff and experts from IIT(B) or TISS Mumbai to manage 'WORLD CONGRESS APP' 8. All other work related with Communication and Media management

(Medha Gadgil)
Additional Chief Secretary
Relief & Rehabilitation